

WMS Employee

ZHR_RPTPA802

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
01/21/2007	Janet Pasion	DRAFT
01/26/2007	Janet Pasion	Update with Lesa's edits.

Purpose

Use this procedure to identify WMS employees in the agency. Identify their salary, status and review notification.

Trigger

Perform this procedure when identifying WMS employees in the agency.

Prerequisites

None










Transaction Code

ZHR_RPTPA802

Date	Notes
01/21/2007	Created

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPA802**.

Washington Management Services Reports

Washington Management Services Reports

Selections from Search helps Org. structure

Period

Period 01/21/2007 To 01/21/2007


Selection

Personnel Number
Personnel area
Business area
Organizational unit
Job

Report Type Selection

☒ Employee Roster
☐ Salary/Status/Review Notification
☐ Salary Change Activity Report (Fiscal Year)

2. Complete the following fields:

Field Name	R/O/C	Description
Period	R	This selection option will run the report using the specified values. Example: 01/01/2007 to 01/21/2007  The system (current) date will default in.

Washington Management Services Reports

The screenshot shows the 'Washington Management Services Reports' application window. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Washington Management Services Reports' and contains several sections: 'Selections from' with a 'Search helps' button and an 'Org. structure' button; a 'Period' section with input fields for 'Period' (01/21/2007) and 'To' (01/21/2007); a 'Selection' section with input fields for 'Personnel Number', 'Personnel area', 'Business area', 'Organizational unit', and 'Job'; and a 'Report Type Selection' section with radio buttons for 'Employee Roster' (selected), 'Salary/Status/Review Notification', and 'Salary Change Activity Report (Fiscal Year)'.

3. Complete the following fields:

Field Name	R/O/C	Description
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 1110 (Department of Personnel)

Washington Management Services Reports

4. Choose a radio button in the Report Type Selection area:

Field Name	R/O/C	Description
Employee Roster	<input type="radio"/>	<p>This will display all WMS employees that are in the agency within the specified dates.</p> <p>This report will display the WMS employee's organizational code, job title, Job Value Assessment Chart (JVAC), name, personnel number, status, position, employee group, contract, pay scale/salary and appointment dates.</p>
Salary/Status/Review Notification	<input type="radio"/>	<p>It will display the WMS employees that are scheduled for review.</p> <p>This report will display the WMS employee's organizational code, Job Value Assessment Chart (JVAC), name, personnel number, status, position, job number, employee group, contract, pay scale/salary, appointment dates and WMS review date.</p>

Title: WMS Employee
Processes :
Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description
Salary Change Activity Report,	O	It will display the WMS employee's salary change activity within the specified dates. This report will display the WMS employee's organizational code, Job Value Assessment Chart (JVAC), name, personnel number, status, position, job number, employee group, contract and detailed salary information.



To select another report type, click (Back) to return to the WMS Reports screen.

Select the type and (Execute).

WMS Employee Roster

Note: Results are shown in two screenshots. The Left side of page then right side.

Washington Management Services Reports

State of Washington - HRMS
WMS Employee Roster

Report ID : ZHR_RPTPA802
 User : JANETP
 Run Date : 01/26/2007
 Period : 01/21/2007 through 01/21/2007

Names and Position numbers have been removed to protect confidentiality.

Pers.Area	Job Number	Job Title	JVAC	Employee Name	Permr	Pers. Sub	Status	Term Date	Perm	Position	Position Title	Org Code	Org Abbr	Employee G
1110	50003921	WMS BAND 1	A2X-0452			0002	Active	Y			RECRUITMENT INFRASTRUCTURE MANAGER	30000502	AK	Permanent
1110	50003921	WMS BAND 1	A2X-0452			0002	Active	Y			CONTRACTS ADMINISTRATOR	30000493	AB	Permanent
1110	50003921	WMS BAND 1	A2W-0432			0002	Active	Y			FACILITY SERVICES MANAGER	30000493	AB	Permanent
1110	50003921	WMS BAND 1	A2X-0452			0002	Active	N			ASSESSMENT SERVICES MANAGER	30000502	AK	Permanent
1110	50003921	WMS BAND 1	A2W-0432			0002	Active	Y			OUTREACH AND EXTERNAL RELATIONS LIAISON	30000492	AA	Permanent
1110	50003922	WMS BAND 2	B2X-0570			0002	Active	Y			COMMUNICATIONS MANAGER	30000492	AA	Permanent
1110	50003922	WMS BAND 2	B2W-0546			0002	Active	Y			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			FINANCIAL SERVICES MANAGER	30000493	AB	Permanent
1110	50003922	WMS BAND 2	B2X-0570			0002	Active	Y			E-LEARNING AND CBS MANAGER	30000497	AF	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	N			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			WMS PROGRAM MANAGER	30000503	AL	Permanent
1110	50003922	WMS BAND 2	TRA-0000			0002	Active	Y			PSRA TRNG MNGR	30000497	AF	Permanent
1110	50003922	WMS BAND 2	B2X-0570			0002	Active	Y			RECRUITMENT SERVICES MANAGER	30000502	AK	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			RULES MANAGER	30000508	AT	Permanent
1110	50003922	WMS BAND 2	B2X-0570			0002	Active	N			DIVERSITY PROGRAM MANAGER	30000508	AT	Permanent
1110	50003922	WMS BAND 2	B2X-0570			0002	Active	Y			LEADERSHIP DEVELOPMENT MANAGER	30000497	AF	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			EMPLOYEE ASSISTANCE PROGRAM MANAGER	30000493	AB	Permanent
1110	50003922	WMS BAND 2	B2W-0546			0002	Active	Y			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			COMBINED FUND DRIVE PROGRAM MANAGER	30000493	AB	Permanent
1110	50003922	WMS BAND 2	TRA-0000			0002	Active	N			R2 HRMS	30000497	AF	Temporary
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			STATE CLASS & PAY MANAGER	30000503	AL	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B2W-0546			0002	Active	N			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	N			HR CLIENT SERVICES MANAGER	30000504	AM	Permanent
1110	50003922	WMS BAND 2	B3X-0586			0002	Active	Y			SERVICE DELIVERY PROGRAM MANAGER	30000497	AF	Permanent
1110	50003923	WMS BAND 3	C3X-0768			0002	Active	Y			RECRUITMENT & ASSESSMENT PROGRAM DIR	30000502	AK	Permanent
1110	50003923	WMS BAND 3	C3X-0768			0002	Active	Y			STATE COMPENSATION MANAGER	30000503	AL	Permanent
1110	50003923	WMS BAND 3	C3X-0768			0002	Active	Y			HR CLIENT SERVICES PROGRAM DIRECTOR	30000504	AM	Permanent
1110	50003923	WMS BAND 3	C4Y-0888			0002	Active	Y			CLASS & COMP PROGRAM DIRECTOR	30000501	AJ	Permanent

State of Washington HRMS

File name: WMS_EMPLOYEE_ZHR_RPTPA802.DOC
Version: Testing Team Draft Script
Last Modified: 1/31/2007 11:33:00 AM
Reference Number:

SAP Parent
Page 6 / 9

Title: WMS Employee
Processes :
Sub-Processes :

HRMS Training Documents

WMS Employee Roster (cont'd)

<div> <div> Settings System Help </div> <div> </div> </div> <div> Permanent Services Reports </div> <div> </div> <div> <h3>ton - HRMS Roster</h3> <p>gh 01/21/2007</p> </div>										
Contract	Effective	Reason	Reason Text	Pay Scale	Total Sala	Anniversary	Appointmen	WMS Review	Next Ince	Count
Acting	09/01/2006	00	No Reason	BAND 1	2,627.00	05/02/1976	01/01/2006	01/01/2007		1
Permanent	09/01/2006	00	No Reason	BAND 1	2,618.00	05/11/1991	09/01/2005	03/14/2006		1
Trial Service	09/01/2006	00	No Reason	BAND 1	2,197.50	05/16/1977	04/01/2004	04/01/2006		1
Trial Service	09/01/2006	00	No Reason	BAND 1	2,665.00	01/28/2001	02/01/2005	02/01/2006		1
Acting	10/16/2006	20	Appointment Change	BAND 1	2,730.50	12/16/1991	10/16/2006	01/16/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,899.50	04/10/1978	07/25/1994	04/10/2004		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,692.50	01/01/1985	12/01/2003	12/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,899.50	12/26/1985	11/09/1999	11/09/2006		1
Trial Service	09/01/2006	09	WMS Raise - Grwth & Developmen	BAND 2	2,899.00	04/16/1990	03/16/2005	04/01/2006		1
Probation	09/01/2006	00	No Reason	BAND 2	2,794.00	10/08/1987	10/14/2005	11/01/2006		1
Acting	09/16/2006	20	Appointment Change	BAND 2	2,904.00	08/05/1991	09/16/2006	04/18/2007		1
Acting	09/01/2006	00	No Reason	BAND 2	2,962.00	12/02/1996	09/16/2005	07/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	3,042.50	11/20/1988	08/10/2005	08/11/2005		1
Acting	09/01/2006	00	No Reason	BAND 2	31.74	09/14/1972	05/12/2003	05/12/2006		1
Probation	01/01/2007	19	Initial Appointment	BAND 2	2,629.00	06/04/2001	01/01/2007			1
Trial Service	09/01/2006	00	No Reason	BAND 2	2,629.00	03/23/1994	08/01/2004	08/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,967.50	07/30/1982	12/06/1999	12/06/2005		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,692.50	05/15/1980	12/01/2003	12/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,766.00	02/19/1990	07/01/2000	02/18/2005		1
Acting	11/01/2006	20	Appointment Change	BAND 2	2,960.50	04/23/1984	11/01/2006	01/16/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	3,045.00	06/06/1978	01/01/1999	03/01/2006		1
Trial Service	12/01/2006	20	Appointment Change	BAND 2	2,899.50	02/12/1991	12/01/2006	12/01/2007		1
Acting	09/01/2006	00	No Reason	BAND 2	2,798.50	01/29/1981	04/01/2004	10/03/2006		1
Probation	09/01/2006	00	No Reason	BAND 2	2,802.50	11/28/2005	11/28/2005	11/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 2	3,065.00	04/27/1989	08/31/1998	08/31/2005		1
Permanent	12/01/2006	20	Appointment Change	BAND 3	3,251.00	02/23/1989	12/01/2006	03/01/2006		1
Permanent	09/01/2006	00	No Reason	BAND 3	3,047.50	06/03/1991	07/25/1994	06/03/2006		1
Trial Service	09/01/2006	19	Initial Appointment	BAND 3	3,175.00	04/15/1991	03/01/2006	03/01/2007		1
Permanent	09/01/2006	00	No Reason	BAND 3	3,532.50	04/01/1980	07/25/1994	08/05/2005		1

State of Washington HRMS

WMS Salary/Status/Review Notification

Note: Results are shown in two screenshots. The Left side of page then right side.

Washington Management Services Reports

State of Washington - HRMS
WMS Salary/Status/Review Notification

Report ID: ZHR_RPTPA802
User: JANETP
Run Date: 01/26/2007
Period: 10/01/2006 through 01/21/2007

Names and Position numbers have been removed to protect confidentiality.

Pers. Area	Org code	Org Title	JVAC	Employee Name	Perm	Pers. Sub	Status	Term Date	Perm	Position	Position Title	Job Number	Job Abbr.	Employee G
1110	30000493	ADMINISTRATIVE SVCS	B3X-0586			0002	Active		Y		FINANCIAL SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000502	RECRUITMENT	A2X-0452			0002	Active		Y		RECRUITMENT INFRASTRUCTURE MANAGER	50003921	WMS01	Permanent
1110	30000504	CLIENT SERVICES	B2W-0546			0002	Active		Y		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000504	CLIENT SERVICES	B3X-0586			0002	Active		N		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000504	CLIENT SERVICES	B2W-0546			0002	Active		Y		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000504	CLIENT SERVICES	B2W-0546			0002	Active		N		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000504	CLIENT SERVICES	B3X-0586			0002	Active		N		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent

WMS Salary/Status/Review Notification (cont'd)

Washington Management Services Reports

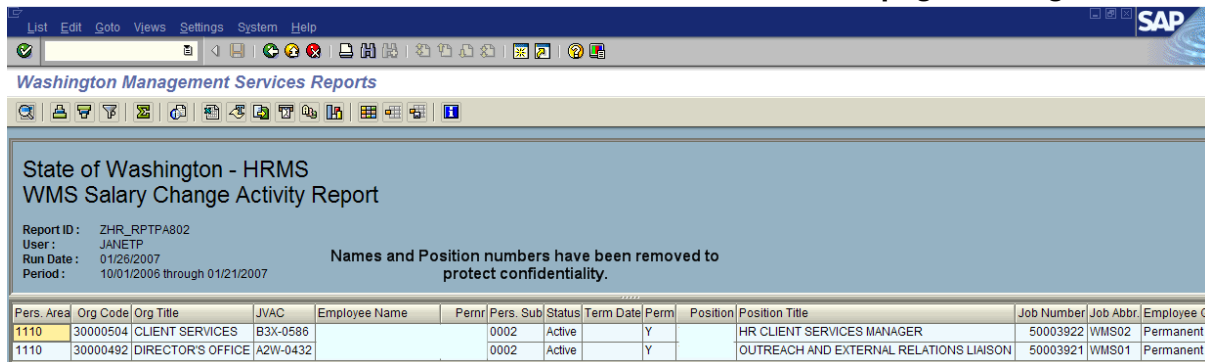
State of Washington - HRMS
WMS Salary/Status/Review Notification

01/21/2007

Contract	Effective	Reason	Reason Tex	Pay Scale	Total Sala	Anniversary	Appointmen	WMS Review	Next Incre	Contract A	Status Act	Review Act	Salary Act	Count
Permanent	09/01/2006	00	No Reason	BAND 2	2,899.50	12/26/1985	11/09/1999	11/09/2006				X		1
Acting	09/01/2006	00	No Reason	BAND 1	2,627.00	05/02/1976	01/01/2006	01/01/2007				X		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,692.50	01/01/1985	12/01/2003	12/01/2006				X		1
Probation	09/01/2006	00	No Reason	BAND 2	2,794.00	10/08/1987	10/14/2005	11/01/2006				X		1
Permanent	09/01/2006	00	No Reason	BAND 2	2,692.50	05/15/1980	12/01/2003	12/01/2006				X		1
Acting	09/01/2006	00	No Reason	BAND 2	2,798.50	01/29/1981	04/01/2004	10/03/2006				X		1
Probation	09/01/2006	00	No Reason	BAND 2	2,802.50	11/28/2005	11/28/2005	11/01/2006				X		1

WMS Salary Change Activity Report

Note: Results are shown in two screenshots. The Left side of page then right side.



Washington Management Services Reports

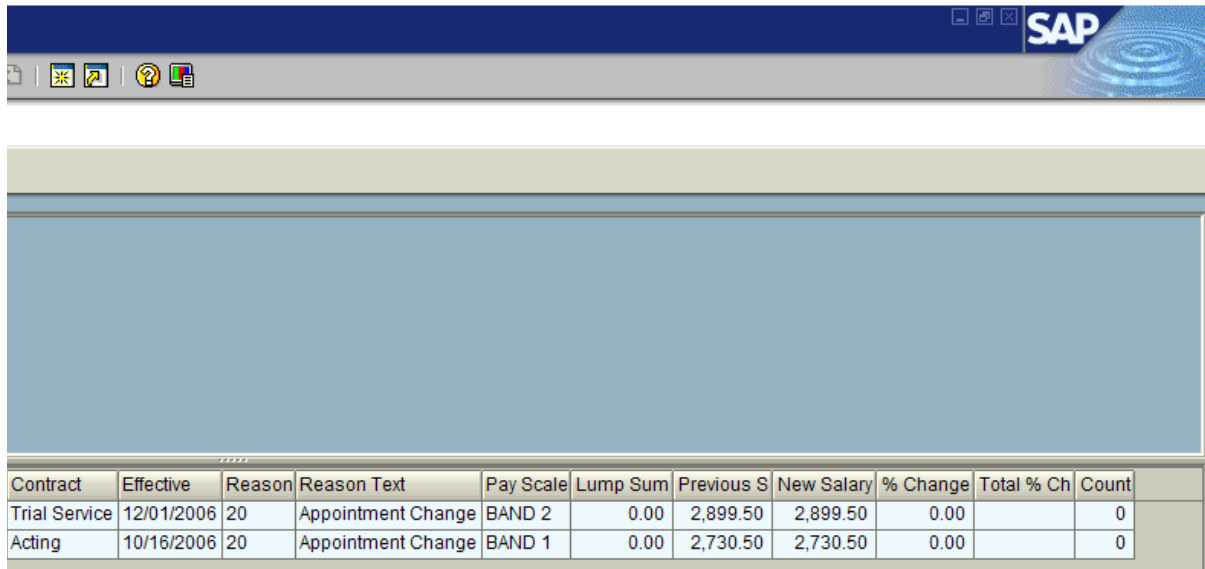
State of Washington - HRMS
WMS Salary Change Activity Report

Report ID : ZHR_RPTPA802
User : JANETP
Run Date : 01/26/2007
Period : 10/01/2006 through 01/21/2007

Names and Position numbers have been removed to protect confidentiality.

Pers. Area	Org Code	Org Title	JVAC	Employee Name	Perm	Pers. Sub	Status	Term Date	Perm	Position	Position Title	Job Number	Job Abbr	Employee G
1110	30000504	CLIENT SERVICES	B3X-0586			0002	Active		Y		HR CLIENT SERVICES MANAGER	50003922	WMS02	Permanent
1110	30000492	DIRECTOR'S OFFICE	A2W-0432			0002	Active		Y		OUTREACH AND EXTERNAL RELATIONS LIAISON	50003921	WMS01	Permanent

WMS Salary Change Activity Report (cont'd)



SAP

Contract	Effective	Reason	Reason Text	Pay Scale	Lump Sum	Previous S	New Salary	% Change	Total % Ch	Count
Trial Service	12/01/2006	20	Appointment Change	BAND 2	0.00	2,899.50	2,899.50	0.00		0
Acting	10/16/2006	20	Appointment Change	BAND 1	0.00	2,730.50	2,730.50	0.00		0

5. You have completed this transaction.

Result

You have generated the report.

Comments

None